

Training and Evaluation Outline Report

Status: Approved

25 Jun 2019

Effective Date: 15 Apr 2020

Task Number: 71-CO-0004

Task Title: Prepare Personnel for Deployment for Companies

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD1 - This training product has been reviewed by the training developers in coordination with the Fort Leavenworth, KS foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary	Source Information
	AR 600-8-101	PERSONNEL READINESS PROCESSING	Yes	Yes	
	ATP 1-0.1	G-1/AG and S-1 Operations	Yes	No	
	DA PAM 600-8-101	Personnel Processing (In-Out-, Soldier Readiness, Mobilization and Deployment Processing)	Yes	No	
	FM 1-0	Human Resources Support http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm1_0.pdf	Yes	No	

Conditions: The company receives an order from higher headquarters or the commander derives a mission to prepare personnel for deployment. The commander issues guidance on preparing personnel for deployment. All eight operational variables of PMESII-PT are present. The order from higher headquarters includes all applicable overlays and or graphics, area of operation (AO) boundaries, control measures, and criteria for subsequent tactical actions. All necessary personnel and equipment are available. The company is task organized with necessary units and reinforced with assets from higher to accomplish assigned tasks. The company maintains communications with subordinate units, adjacent units, and higher headquarters. The commander has organized the four components of the command and control system to support decision-making, facilitate communication, and conduct operations.

Note: The conditions statement for this task determines the highest training conditions reflected in the Objective Task Evaluation Criteria Matrix are required for the evaluated unit to receive a fully trained (T) or trained (T-) rating. However, a unit can only receive a T/T- rating if the task is executed under these conditions and during an external evaluation.

Environment: Some iterations of this task should be performed with degraded mission command networks, degraded conditions in the electromagnetic spectrum, and/or with a degraded, denied, and disrupted space operations environment (D3SOE). Some iterations of this task should be performed in MOPP 4.

Standards: The company prepares personnel for deployment by processing all deployable personnel within the established timeframe, non-deployable personnel and rear detachment are identified and processed accordingly. The company prepares personnel for deployment in accordance with (IAW) AR 600-8-101, the Army Ethic, established timelines, the commander's intent, orders from higher headquarters, and standard operating procedures.

The Objective Task Evaluation Criteria Matrix (below) is the Army's standard evaluation criteria used by commanders to objectively assess their unit's collective task training conducted during collective training events. Task assessment is determined by the environment, percentages of leaders and Soldiers present at training, task performance, and external task evaluation. For example, in order to receive a fully trained (T) rating, a unit must perform this task incorporating the identified training environment; with 85% of company leaders and 80% of Soldiers present for training; attaining 90% on performance measures, 100% on critical performance measures, and 90% on leader performance measures; and with an external evaluation. Failure to meet any one of these criteria will result in a lower than (T) rating.

Note: Leaders are defined as the commander, executive officer, first sergeant, platoon leaders, platoon sergeants, human resources sergeant, supply sergeant, unit movement officer, and any other leader on the company's table of organization and equipment that the commander deems essential to conducting the operations process.

Live Fire: No

Objective Task Evaluation Criteria Matrix:

Plan and Prepare			Execute						Assess	
Operational Environment		Training Environment (LV/C)	Leaders Present at Training/Required	Present at Training/Required	External Eval	Performance Measures	Critical Performance Measures	Leader Performance Measures	Evaluator's Observed Task Proficiency Rating	Commander's Assessment
CO & BN										
Dynamic and Complex (4+ OE Variables and Hybrid Threat)	Day	Live, Constructive.	>=85%	>=80%	Yes	>=90%	All	>=90%	T	T
			75-84%			80-90%		80-89%	T-	T-
65-74%			75-79%	No	65-79%	<All	<=79%	P	P	
60-64%			60-74%		51-64%			P-	P-	
Static (Single Threat)			<=59%	<=59%	<=50%		U	U		

Remarks: Direct questions, concerns, or comments please contact: usarmy.leavenworth.tradoc.list.mission-command-coe-dot-ted@mail.mil.

Notes: None

Safety Risk: Low

Task Statements

Cue: The company receives an order (or alert) from higher headquarters to prepare personnel for deployment.

DANGER

Leaders have an inherent responsibility to conduct risk management to ensure the safety of all Soldiers and promote mission accomplishment.

WARNING

Risk management is the Army's primary decision making process to identify hazards, reduce risk, and prevent both accidental and tactical loss. All Soldiers have the responsibility to learn and understand the risks associated with this task.

CAUTION

Identifying hazards and controlling risks across the full spectrum of Army functions, operations, and activities is the responsibility of all Soldiers.

Performance Steps and Measures

NOTE: Assess task proficiency using the task evaluation criteria matrix.

NOTE: Asterisks (*) indicate leader steps; plus signs (+) indicate critical steps.

STEP/MEASURE

GO	NO-GO	N/A
----	-------	-----

Plan

- * 1. The commander fulfills commander responsibilities for preparing personnel for deployment.
 - * a. Initiates recall for personnel on pass, leave, attending local schools, and on temporary duty (TDY) not involving DA-sponsored schools or medical treatment.
 - * b. Requests policy guidance for recalling personnel attending DA-sponsored schools.
 - * c. Determines deployment procedures for follow-on personnel who are not currently available for movement (e.g., attending schools, convalescing, or inbound replacements).
 - * d. Reviews deployment order, governing regulations, installation instructions, and unit standard operating procedures (SOPs).
 - * e. Issues command guidance and processing instructions.
 - * f. Validates the deployability status of their Soldiers prior to finalizing and submitting the deployment manifest.
 - * g. Approves personnel deployment criteria, processing procedures, requests for assistance, and scheduling.
 - * h. Selects personnel to operate the rear detachment.
 - * i. Approves cross-leveling of personnel and replacement priorities.
 - * j. Briefs supporting and higher headquarters (HQ) on company deployment status.
 - * k. Establishes the family readiness group (FRG) and validates the FRG leader.
- + 2. The company leadership, led by executive officer (XO), conducts mission analysis for deployment.
 - + a. Relays recall orders and instructions.
 - b. Reviews deployment order, governing regulations, and SOPs.
 - c. Determines if deployment will occur within 30 days of Soldier Readiness Packet (SRP) processing.
 - d. Identifies deployability criteria by reviewing deployment message.
 - + e. Implements operations security (OPSEC) plan to ensure deployment information is controlled.
 - f. Provides personnel deployability criteria to subordinate elements.
 - g. Determines SRP processing support required.
 - h. Identifies security requirements for processing unit and installation supporting agencies.
 - i. Recommends required cross-leveling and replacement priorities.
 - j. Disseminates personnel rosters and information to supporting units and higher HQ, as required.
 - k. Briefs unit and subordinate elements on processing procedures, scheduling, and responsibilities.
 - l. Briefs battalion commander on the status of personnel readiness.
 - m. Provides higher HQ and installation activities with contact information for rear detachment operations.

t		
.		

Prepare

- + 3. The company leadership, led by the XO, prepares personnel for deployment.
 - a. Prepares request for 30-days processing waiver, if required.
 - + b. Reviews Soldiers' personnel records and duty position requirements to ensure all special pay entitlements are properly recorded.
 - c. Determines if any Soldier should be flagged for non-deployable status.
 - d. Determines if any Soldier requires a current family care plan.
 - e. Reviews all pertinent medical information in Soldiers' records that may preclude them from deployment, including, but not limited to:
 - All active reasons for profiles.
 - Any functional limitations.
 - Any medical instructions.
 - Physical readiness training capabilities.
 - f. Ensures deploying Soldiers who receive their mail at the unit fill out and submit a DA Form 3955, Change of Address and Directory Card, identifying individuals authorized to pick up their mail while absent.
4. The company leadership, led by the training NCO, reviews deployment training requirements.
 - a. Ensures mandatory training classes as outlined on DA Form 7524 are scheduled and coordinated with required sections/facilities.
 - b. Ensures security clearance requirements are identified and verifies Soldiers possess the identified clearances.
 - c. Identifies required family deployment briefings.
 - d. Coordinates legal briefings and appointments as required.
 - e. Coordinates required weapons qualification and range set-up.
5. Supply sergeant determines deployment logistics and supply requirements.

[illegible]

- a. Assists subordinate elements in acquiring storage facilities.
 - b. Ensures all Soldiers have required protective mask inserts or that inserts will be available prior to deployment.
 - c. Assists subordinate elements and individual Soldiers in transferring of accountability for property and equipment remaining at the installation.
 - d. Determines preparation requirements and restrictions for storage of privately-owned vehicles (POVs) and personal property.
 - e. Notifies staff and subordinate units of locations and procedures for storing POVs and personal property.
 - f. Plans for ammunition pick-up and turn-in for required pre-deployment weapons qualification.
 - g. Determines initial class VIII requirements needed for individuals and company deployment.
 - h. Determines load plans for equipment and vehicles as required by deployment order.
- +* 6. The commander prepares family members and the FRG for company deployment.
- a. Identifies installation support and service briefs for family members.
 - b. Provides orientation briefing and/or disseminates printed materials to family members.
 - c. Provides subordinate units, staff elements, FRG leaders, and family members briefing schedules.
 - d. Provides unclassified deployment brief to FRG, as appropriate.
 - + e. Provides rear detachment and installation support agency contact information to family members.

Execute

- + 7. The company leadership, in conjunction with the training NCO and unit movement officer (UMO), executes deployment readiness processing.
 - a. Coordinates processing requirements, materials, and schedules through the installation or higher HQ.
 - b. Briefs personnel on processing policies, procedures, responsibilities, and schedule.
 - c. Issues processing forms and related materials.
 - d. Coordinates transportation, as required.
 - + e. Reviews the completed DA Form 7425, Readiness and Deployment Checklist to verify each Soldier's deployability status.
 - f. Validates accuracy of prepared personnel manifest.
 - g. Identifies cross-level personnel, as required or directed by higher authority.
 - + h. Ensures all Soldiers process through the following stations during installation-level deployment readiness:
 - Military personnel division (MPD).
 - Medical facility.
 - Dental facility.
 - DEERS, RAPIDS, ID cards, and tags.
 - Security office.
 - Legal affairs.
 - Defense military pay office.
 - + i. Ensures all Soldiers receive required training and briefings.
 - j. Ensures all Soldiers have properly transferred accountability for property and equipment remaining at the installation.
 - k. Ensures POVs and personal property are properly stored, as required.
 - l. Verifies Soldiers possess required personnel and organizational clothing, equipment, and weapons.
 - m. Briefs the battalion commander and staff on unit processing and problem areas.
 - n. Ensures all deploying Soldiers process through central issue facility (CIF).
 - o. Verifies Soldiers who do have registered POVs or privately-owned weapons and processes through the Provost Marshal Office, if required.
- + 8. The company, led by the supply sergeant, conducts company load-out for deployment equipment.
 - a. Conducts pre-combat checks to ensure Soldiers have all required supplies and equipment.
 - + b. Ensures all equipment is railroaded or shipped according to deployment order.
 - c. Ensures theater specific clothing and equipment is issued.

Assess

- +* 9. The commander, supported by the company leadership, assesses the personnel readiness processing program and directs adjustments to ensure deployment readiness remains aligned with intent.
 - a. Ensures all non-deployable conditions are assessed and resolved prior to deployment.
 - +* b. Ensures all personnel are assessed properly, with correct deployment status, and validates deployment roster prior to forwarding to higher HQ.
 - c. The XO, training NCO, and UMO monitor the current situation to collect relevant information on deployment status of unit.
 - * d. Decides if and how to modify preparing personnel for deployment based on integrating the commander's personal assessment with recommendations from the staff.
 - + e. The company implements changes.

Task Performance Summary Block										
Training Unit			ITERATION							
			1		2		3		4	
Date of Training per Iteration:										
Day or Night Training:			Day / Night		Day / Night		Day / Night		Day / Night	
			#	%	#	%	#	%	#	%
Total Leaders Authorized		% Leaders Present								
Total Soldiers Authorized		% Soldiers Present								
Total Number of Performance Measures		% Performance Measures 'GO'								
Total Number of Critical Performance Measures		% Critical Performance Measures 'GO'								
Live Fire, Total Number of Critical Performance Measures		% Critical Performance Measures 'GO'								
Total Number of Leader Performance Measures		% Leader Performance Measures 'GO'								
MOPP LEVEL										
Evaluated Rating per Iteration T, T-, P, P-, U										

Missions(s) supported:

Mission ID	Mission Title	Frequency	Recommended Interval
PREPARE FOR A MISSION	Prepare for a Mission	0	Not Selected
CONDUCT EXP DEPLOY OPS	Conduct Expeditionary Deployment Operations	0	Not Selected
33-CO-8006	Provide Reachback Support to Deployed Organizations for Company	1	Annually
55-CO-4830	Conduct Expeditionary Deployment Operations	1	Annually
Police Operations	Police Operations	0	Not Selected

MOPP 4: Sometimes

MOPP 4 Statement: None

NVG: Never

NVG Statement: None

Prerequisite Collective Task(s): None

Supporting Collective Task(s):

Step Number	Task Number	Title	Proponent	Status
	71-CO-5100	Conduct Troop Leading Procedures	71 - Mission Command (Collective)	Approved
	71-CO-5145	Conduct Risk Management	71 - Mission Command (Collective)	Approved
	71-CO-6111	Conduct Operations Security (OPSEC)	71 - Mission Command (Collective)	Approved

OPFOR Task(s): None

Supporting Individual Task(s):

Step Number	Task Number	Title	Proponent	Status
	150-LDR-5022	Conduct Pre-Combat Inspections	150 - Mission Command (Individual)	Approved
	805C-420-6007	Administer Personnel Information Management	805C - Adjutant General (Individual)	Approved
	805C-420-7002	Manage Personnel Strength Reporting Data	805C - Adjutant General (Individual)	Approved
	805C-42A-1323	Perform Unit Strength Reconciliation	805C - Adjutant General (Individual)	Approved
	805C-42A-3000	Conduct Personnel Readiness Management (PRM)	805C - Adjutant General (Individual)	Approved
	805C-42A-3030	Conduct the Deployment Cycle Support (DCS) Process	805C - Adjutant General (Individual)	Approved
	805C-42A-4000	Analyze Personnel Readiness Management (PRM) Considerations	805C - Adjutant General (Individual)	Approved
	805C-42B-6117	Conduct Human Resources Planning using Military Decision Making Process	805C - Adjutant General (Individual)	Approved
	805C-42B-7104	Manage Personnel Strength Data	805C - Adjutant General (Individual)	Approved
	805C-42H-8107	Implement Human Resources (HR) Planning and Operations Using MDMP	805C - Adjutant General (Individual)	Approved

Supporting Drill(s): None

Supported AUTL/UJTL Task(s):

Task ID	Title
SN 1	Conduct Deployment and Redeployment
ART 1.1.2.1	Conduct Predeployment Activities
ST 7.1.2	Determine Deployment Requirements

TADSS

TADSS ID	Title	Product Type	Quantity
71-20	Common Hardware Platform (CHP)	DVC	1

Equipment (LIN)

LIN	Nomenclature	Qty
No equipment specified		

Materiel Items (NSN)

NSN	LIN	Title	Qty
No materiel items specified			

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to the current Environmental Considerations manual and the current GTA Environmental-related Risk Assessment card. .

Safety: In a training environment, leaders must perform a risk assessment in accordance with current Risk Management Doctrine. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC).

Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW current CBRN doctrine.